

## **Instructions for Accessing Your Electronic Salary Statement**



The Employee Self-Service (ESS) feature of the Kentucky Human Resource Information System (KHRIS) offers a fast and convenient way to access your salary statements at any time. With this feature, there is no longer a need to receive and store a printed checkstub when you utilize direct deposit because all payment records made through KHRIS and the subsequent salary statements are stored indefinitely for your secure and convenient use.

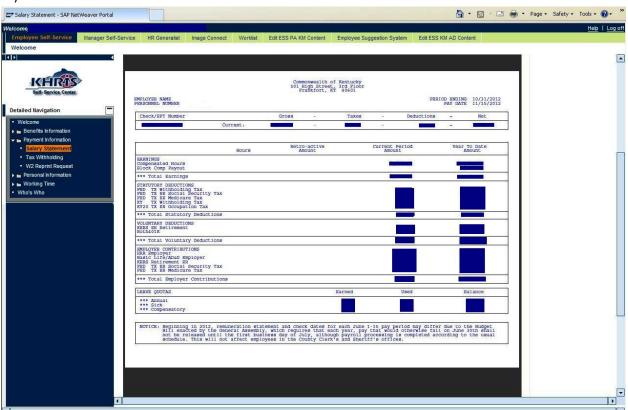
As a direct deposit user, please be sure to utilize this feature (instructions below) and turn off the printing of your checkstub (for instructions, see Direct Deposit Information and Enrollment Instructions).

## **ACCESS INSTRUCTIONS:**

Available at <a href="https://khris.ky.gov/irj/portal">https://khris.ky.gov/irj/portal</a>. Log in using your Employee ID and Password.

- a) Once you log in, you will be on the Employee Self-Service Welcome page.
- b) From the Detailed Navigation section (the blue column on the left), click the arrow to the left of [Payment Information].
- c) Then select [Salary Statement]. On the right side of the screen, a new page will load with your current statement.

From here, you can click "Show Overview," then select "All Available Sal Statements" from the drop-down menu to view and select any and all of your salary statements (only those payments created through KHRIS since March 2011).



Once you are viewing a specific salary statement, you can 'right-click' on the document and select print to get a paper copy if necessary.

If you have additional questions regarding your actual salary statement, please contact your HR Administrator.